

SCHOOL
for
BUSINESS LIBRARIANS

Under the Auspices of the
WASHINGTON SCHOOL FOR
SECRETARIES

Circular of Information
1922-1923



1419 F STREET NORTHWEST
WASHINGTON, D. C.

Select Directory of Business Libraries

Advertising

BARTON, DURSTINE AND OSBORN, INC., New York City.
GEORGE BATTEN CO., New York City,
and many others.

Packing Industry

ARMOUR AND Co., Chicago, Ill.
SWIFT AND Co., Chicago, Ill.

Photography

EASTMAN KODAK Co., Rochester, N. Y.

Chemical Technology of Construction

BARRET Co., New York City.

Insurance

METROPOLITAN LIFE INSURANCE Co., New York City.
PRUDENTIAL INSURANCE Co. OF AMERICA, Newark, N. J.,
and many others.

Banks

FIRST WISCONSIN NATIONAL BANK, Milwaukee, Wis.
FEDERAL RESERVE BANKS, New York City, Philadelphia,
Cleveland, and Dallas,
and many others.

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Requirements

Entrance—Applicants are expected to hold a high school diploma or its equivalent.

Students, not candidates for a certificate, are admitted at any time, credit being given for the period attended.

Attendance, Recitations and Examinations—No student whose attendance has been irregular or whose work falls below that required in the course of instruction, will be allowed to take the examination.

Written examinations will be held at the close of each course. Project work will be undertaken by all students, and observation tours will be made.

Graded certificates will be awarded.

Expenses—The tuition fee is \$25.00 a month, payable semi-monthly. There are no other special fees of any kind.

Students will supply their own materials and pay their own travel expenses when on tour.

Principal

ADELAIDE R. HASSE

Directors

RICHARD T. ELY, LL.D., Ph.D.

PAUL S. REINSCH, LL.B., Ph.D.

FRANCIS T. A. JUNKIN, LL.B., LL.D.

CHARLES A. LYMAN, A.B.

EDWIN C. BOSWORTH, Ph.B.

E. VIRGINIA GRANT

Advisory Council

DR. THOMAS S. ADAMS, A.B., Ph.D.

Yale University.

DR. LEE GALLOWAY, B.S., Ph.D.

The Ronald Press Co.

MR. GEORGE K. HYSLOP, C.A.

Hyslop & McCallum, New York City.

DR. JEREMIAH W. JENKS, LL.D., Ph.D.

Alexander Hamilton Institute.

DEAN JOSEPH F. JOHNSON, A.B., LL.D.

New York University.

PROF. E. A. ROSS, A.B., Ph.D., LL.D.

University of Wisconsin.

PROF. ERWIN H. SCHELL, S.B.

Massachusetts Institute of Technology.

DR. ALBERT SHAW

The American Review of Reviews.

OUTLINE OF COURSE

Sources of Information

Newspapers: Newspaper directories. Newspaper indexes. Feature characteristics of use to the business librarian. Choice and management of newspaper clippings.

Trade, Class and Technical Papers: Scope and representation. Feature characteristics of use to the business librarian. Use of advertisements. Routing methods. Choice and management of clippings.

Business Information Services: Scope and characteristics.

House Organs: Origin, purpose and their use to the business librarian.

Trade Catalogues: How to collect, how to index. Their value as reference material.

Trade and Regional Directories: Scope, representation and characteristics. Their value as reference material.

Trade and Technical Association Proceedings: Importance to the business librarian. Their reclamation from trade papers when not separately published. History of trade associations.

Government Reports: Basic general reports yielding reference material of value to the business librarian.

Congressional Hearings: How to collect. Their value to the business librarian.

Court and Administrative Decisions: How published. Their specific value to the business librarian.

Authorities and Reference Books

Statistics: Distinctive contributions of leading statisticians. Government reports. Text books. Associations.

Public Finance: Official and authoritative non-official sources of information on budgets, receipts, expenditures and public debts of this and other countries.

Industrial Relations: History of subject. Literature of subject.

Foreign Relations: Treaties, arbitrations, periodicals, reference books.

Foreign Trade: Official sources.

Agricultural Economics: Official and non-official source material.

Index Numbers: History, literature and mechanism.

Taxation: Official sources. Text books. Legislation. Nomenclature.

Labor: Official and non-official sources. Periodicals. Associations. Text books. Nomenclature.

Banking: Official and non-official sources. Periodicals. Associations. Text books. Bank publicity.

Insurance: Official and non-official sources. Periodicals. Associations. Text books.

Railroads: Official and non-official sources. Periodicals. Associations.

Group Studies

Trade: National Foreign Trade Council, International Chamber of Commerce, U. S. Chamber of Commerce, N. I. C. B., Webb Act Corporations, American Iron and Steel Institute, etc. Value of the publications of these bodies to the business librarian.

Railroads: Association of Railway Executives, Bureau of Railway Economics, I. C. C., etc.

Agriculture: International Institute of Agriculture, National Board of Farm Organization, United Grain Growers, Inc., Produce exchanges, etc.

Economic and Industrial Research: National Research Council Mellon Institute, Bureau of Economic Research, Industrial Research Bureau, etc.

Processes for Displaying Information

Statistical Tabulation: Its mechanism.

Graphics: Mechanism. Text books.

Indexing: Typography. Subject selection.

Digesting and Abstracting: Definition. Assignments.

Preparation of Manuscript and Proofreading: Practical assignments.

Cataloguing: Applied cataloguing in a business library. Specialization in subject headings.

Classification: Standard systems. Adaptations and expansions for business library purposes.

Calendar of School for Business Librarians 1922-1923

AUTUMN SESSION. October 2, 1922—January 31, 1923.

Registration, September 27.

Opening, October 2.

Christmas Holidays, December 22—January 8.

Examination, January 29.

Certificates Awarded, January 31.

Library tour to Philadelphia and Baltimore. Optional; dates to be arranged.

SPRING SESSION. February 5—May 31, 1923.

Registration, February 1.

Opening, February 5.

Easter Holidays.

Examination, May 28.

Certificates Awarded, May 29.

Library tour to Philadelphia and Baltimore. Optional; dates to be arranged.



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Select Directory of Business Libraries

Chemical

DUPONT Co., Wilmington, Del.

PARKE, DAVIS & Co., Detroit, Mich.

Dyestuffs

NATIONAL ANILINE AND CHEMICAL Co., Buffalo, N. Y.

Public Utilities

PHILADELPHIA RAPID TRANSIT Co., Philadelphia, Pa.

WESTERN UNION TELEGRAPH Co., New York City.

BOSTON ELEVATED RAILWAY Co., Boston, Mass.

Newspapers

PUBLIC LEDGER, Philadelphia, Pa.

DETROIT NEWS, Detroit, Mich.,

and many others.

Electrical

EDISON LAMP WORKS, Harrison, N. J.

GENERAL ELECTRIC Co., Schenectady, N. Y.

DETROIT EDISON Co., Detroit, Mich.

WESTERN ELECTRIC Co., New York City,

and many others.

Industrial Safety

NATIONAL SAFETY COUNCIL, Chicago, Ill.